

STUDENT ELIGIBILITY CHECKLIST

PHASE 1: PREPARE

1. At least one person in our organization has access to Common Logon and can use CNP Direct Certification/Direct Verification. ☐ Yes ☐ No
2. Ran CNP Direct Certification for our entire enrollment. ☐ Yes ☐ No
Search method used: _____
 - a. Our site only extended eligibility benefits to siblings of students who matched on SNAP, TANF and/or FDPIR. ☐ Yes ☐ No
 - b. Our site did **not** extend eligibility benefits to siblings of students who matched on foster or migrant. ☐ Yes ☐ No
3. Printed or saved the CNP Direct Certification Match results. ☐ Yes ☐ No
4. Collected and reviewed documentation about which students are enrolled in the Head Start Program. ☐ Yes ☐ No ☐ N/A
5. Processed all applications checking for completeness:
 - a. We utilized a date stamp to indicate when applications were received ☐ Yes ☐ No
 - b. We ensured all case numbers were validated for assistance programs in Arizona (SNAP/TANF being 8 digits or less or FDPIR based on Indian Tribal Organizations). ☐ Yes ☐ No
 - c. We ensured the *total household members* box was filled out and that there was Social Security Number information on all income applications. ☐ Yes ☐ No
 - d. We ensured all applications contained an adult signature. ☐ Yes ☐ No
 - e. We have only certified homeless, migrant, and runaway applications for free meal benefits if we received confirmation from the liaison. ☐ Yes ☐ No
 - f. We marked which applications were error-prone. ☐ Yes ☐ No
6. Sorted all paper applications according to their eligibility categories and methods of certification:
 - a. Divided free by income, free by case number, free by foster, reduced and free. ☐ Yes ☐ No
 - b. We removed all paper applications for students who are Direct Certification matches and filed them separately. ☐ Yes ☐ No
 - c. We removed all paper applications for foster students who provided a Notice to Provider and filed them with their Notice to Provider. ☐ Yes ☐ No
 - d. We labeled all applications for students who have withdrawn from school. ☐ Yes ☐ No
7. Created a Benefit Issuance Document (BID) based on all eligibility documentation. ☐ Yes ☐ No
 - a. Our BID indicates the method of certification for each student. ☐ Yes ☐ No
 - b. Our BID indicates the date of approval/effective date of benefits. ☐ Yes ☐ No